

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of Board of Directors Meeting

June 24th, 2021

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:45 a.m. via Zoom. The following Directors were on the call and constituted a quorum:

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|---------------|------------------------|
| Scott Cain | Rick Abbott |
| Joan Aul | Deanna Alterio-Brennen |
| Jody Chesko | Phil Jackson |
| Kathy DiMillo | Gary Bennett |

Excused: Jackie Davis, Allan VanDeMark, David VanSchoonhoven,
Franklin Knowles, Mayor Michelle Roman

Staff: Brian Smith
Heather Peck

Others: John Ottaviano
Amy Fisk
Jessica Dittly

I. Call Meeting to Order: Chairman Scott Cain called the meeting to order at 7:45 am.

II. Minutes: The reading of the Board of Directors minutes of the May 27th, 2021 meeting were waived.
Moved by Mr. Abbott, seconded by Ms. Aul, that the minutes be approved. Ayes, 8, Noes, 0. Carried.

III. Treasurer's Report: The financial report for May 2021 was presented. Mr. Smith stated that notable expenses for the month included payments to Liberty Mutual for one of our insurance policies, \$62.50 to Computer SOS was to assist with setting up a remote connection for our accountant to the laptop so she can do some work from home, payments to Benchmark and LaBella are both related to the remediation projects, and the \$150 to Sparthenian Consulting is for some professional/leadership development we are doing. We are showing a negative balance in the checking account, but that is because a large check was cut to LaBella that we have been holding. Mr. Smith also pointed out that while the LHDC's cash position looks higher than usual, this is largely due to grant funding that the organization has secured, but has not realized corresponding expenses for yet. That will normalize as the year progresses.

As always, the Treasurer's Report was reviewed in detail by the Finance Committee prior to this meeting.

Moved by Ms. Alterio-Brennen, seconded by Mr. Jackson to approve the Treasurer's Report for filing with our accountant. Ayes, 8. Noes, 0. Carried.

IV. Topics for Discussion:

a). 13 W. Main Street (Kendzie's): Mr. Smith and LaBella met with subcontractors at the property last month and received six proposals to do the asbestos abatement, which were due June 14th. Amy Fisk is joining us today with a recommendation for a subcontractor to do this work. Ms. Fisk helped us secure a \$300,000 grant through the Niagara County Brownfield Development Corporation. We previously hired LaBella to help with the environmental management for this project for around \$100,000 and they assisted

Mr. Smith and Ms. Fisk in developing a detailed scope of work for the abatement and reviewing these proposals. Mark Cerrone, Inc. was the lowest bidder and came in under budget, which leaves a little wiggle room in case there are any unknown expenses that come up during the abatement process, and to conduct other work, as needed. Ms. Fisk and Mr. Smith both recommend that the board accept Mark Cerrone, Inc. as the contractor to do this work.

Moved by Ms. DiMillo, seconded by Ms. Alterio-Brennen, that the proposal by Mark Cerrone, Inc. for asbestos abatement at 13 W. Main Street be accepted. Ayes, 8, Noes, 0. Carried.

b). Lockport Main Street: Mr. Smith welcomed back Ms. Jessica Dittly, who updated the board on on-going and upcoming LMS activities and events. Highlights included: **The Lockport Community Farmers Market**, held each Saturday from 9 am to 2 pm on Canal Street through October 23rd; and new this year – on Wednesdays from 2 pm to 6 pm during July, August and September. The market is also benefitting from a \$5,000 title sponsorship of Catholic Health this year. Catholic Health will be at the market on the last Saturday of every month. October 2nd will be the annual **Locktoberfest** celebration and this year, LMS is looking to collaborate with other organizations and businesses to turn it into a three-day festival – October 1st, 2nd and 3rd. **Lockport Food Fest** will not be a full-on festival again this year due to COVID, but instead will be replaced a 10-day long Restaurant Week/marketing campaign starting on August 7th. **Shop Small Saturday** will once again be a marketing campaign to get people shopping downtown. The organization submitted a **William G. Mayne Bridge Commission Grant** and requested funding for waste receptacles, recycling bins, and additional beautification and marketing programming for the Fall, Winter and Spring. **Pedals to Petals** is a cycling event that will take place on July 10th encouraging cycling between North Tonawanda and Lockport, which also features the garden walks in each community on that day. Finally, Ms. Dittly said she and Mr. Smith welcomed representatives from the Grigg Foundation to the new office in Harrison Place (Building 1, Suite 202). The meeting went very well and the Foundation has requested that LMS submit a full application to request funding for the next two years.

c). Insurance Agent RFQ: Mr. Smith sent out a draft Insurance Agency RFQ to the board prior to the meeting. He is looking for some feedback from board members on the document, specifically the length of time and would like approval to send it to local and regional insurance agencies. He also asked that anyone interested in serving on a committee that would assist in this process to please contact him.

d). Grant Program Updates: Ms. Peck gave the board an update on the City's DRI Small Project Fund Program. **Existing Projects include**: 17 W. Main Street has now completed work on their façade project; Sylvia's Dance Studio located at 33 Pine Street should start their roof repair project any day now. Other projects either through, or in process of required NYS approvals, and will undergo construction in the next few months include: Gould's Flower Shop has been cleared by SHPO to begin a very extensive façade project; Orleans Monument located at 7 Hawley Street (roof & soffit replacement, new signage and new loading dock); Lake Effect Ice Cream Warehouse located at 49 Niagara Street (new roof); Donna Eick's building located at 7 Charles Street (new roof); Old City Hall located at 2 Pine Street (outfitted for utilities and plumbing for the lower level/basement for a new tenant).

Grants for the program range between \$10,000 and \$40,000 and require a 50/50 cash match from the property owner. Ms. Peck and Project Manager Timothy Arlington of Apex Consulting continue outreach with the property owners and local contractors looking to start projects this summer or fall to verify scope of work, schedule the work, conduct on-site environmental inspections and collect the necessary information needed to obtain required state approvals.

Ms. Peck informed the board at the May board meeting that additional funding had become available through this program because a few projects that had previously been awarded funding by the Grants Committee no longer wished to move forward with their projects. The Grants Committee then directed Mr. Smith and Ms. Peck to reopen the application process to the community, which they did. A mailing/emailing detailing this information went out to all eligible property owners in the target area. We also informed our current awardees. Applications have been and will be accepted on a first-come, first-serve, rolling basis as funding is and becomes available.

As such, there are two projects that are being recommended for funding by the Grants Committee to the board. A brief summary of each of the projects was provided to the board prior to the meeting for their review. Project #1 is located at 1 Walnut Street (Julie Muscato Home & Gifts) and Project #2 is located at 4 Lock Street (Former Moose Lodge). Mr. Smith noted that 4 Lock Street was owned by Chuck Bell, the former Director of Planning and Development for the City of Lockport and GLDC President/CEO as well as partner at the Harrison Studio, who the GLDC has an existing contract with for economic development consulting. Mr. Smith stated this was shared with the Grants Committee and it was determined that the project was being recommended funding based on the merits of the project and its alignment with the goals of the Small Project Fund and the Downtown Revitalization Initiative. It was the determination of both the committee and the board that the project presented should be treated the same as any other project and scored based on its own merit, and potential benefit to the community, regardless of who the applicant is. After reviewing the applications for each project, and conducting on-site interviews for both, the Grants Committee is recommending a \$30,000 grant award for each project.

Moved by Ms. Aul, seconded by Mr. Bennett, to accept the Grant Committee's recommendation of a \$30,000 Grant Award each through the City of Lockport's DRI Small Project Fund for the projects located at 4 Lock Street and 1 Walnut Street. Ayes, 8. Noes, 0. Carried.

e). Property Updates:

1. Harrison Place – Ken Kearney continues to make progress on the Building 3 project pursuing housing tax credits. Probably looking at an early 2022 closing depending on the timing of the tax credits.

f). Comprehensive Plan: Mr. Smith informed the board during the May board meeting that the City is undergoing a review of its Comprehensive Plan and that this is a great opportunity for public input. A flier was sent to the board by email detailing an upcoming Planning & Zoning Public Online Workshop on Thursday July 1st at 6:00 pm. All are encouraged to participate.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Ms. DiMillo, seconded by Mr. Bennett. Ayes, 8. Noes, 0. Carried.*

Next meeting: Thursday, August 26, 2021.

Kathy DiMillo,
Secretary